

## PE Requirements for Licensure

If you submit an application without prior submittal and approval of a pre-application form and you do not meet the licensing requirements of this State, your application will not be returned and your fees are non-refundable.

### Education and Experience Requirements

**PE licensure** - passing FE & PE exams + education + experience as identified below

BS degree	Experience
Approved engineering (EAC/ABET)	4 years
Unapproved engineering	6 years
Approved engineering tech (TAC/ABET)	8 years** must have experience and apply before December 31, 2005
Related Science	8 years** must have experience and apply before December 31, 2005

Before December 31, 2005, to qualify as a related science graduate, a minimum of 32 semester hours or 48 quarter hours of an appropriate combination of mathematics and basic science courses are required. If you are filing as a related science graduate, it will be necessary that you submit a Request for Board Evaluation Related Science form along with your application.

### Experience Verification

All experience must be verified by PE Supervisors or Associates who were licensed prior to the time being verified.

The Board's policy on experience prior to graduation is that you must have been in a formal co-op program through the school or it took you 6 years or longer to receive your degree. The maximum credit the Board will consider is 6 months. Experience must be verified by a PE in order for the Board to review.

You will receive one years credit for a MS or PhD in engineering in a program whose undergraduate or graduate degree is accredited by ABET or 2 years for a MS and PhD in engineering. If you were working and going to school at the same time, you cannot receive credit for your degree and the experience. You will receive credit for one but not both.

### Agenda and Filing Deadlines

In order to provide sufficient time for receiving, processing and presenting an application to the Board for review, certain deadlines must be met. It is the responsibility of the applicant to assure that the required information is received prior to the deadlines. This office cannot be responsible for the delays in the receipt of applications, in any information pertaining to the application caused by the mail service, or by your respondents. **We are having difficulties**

**receiving the mail from the Post Office and the State Mail Room in a timely manner.**

The Board meets approximately every two months. The Board Meeting dates and filing deadlines are tentatively set and subject to change.

Applications are added to the agenda for Board review as the processing is completed; i.e. all references, experience verification forms, transcripts and verifications of the Fundamentals of Engineering and/or Principles and Practice examinations in another jurisdiction have been received. The agenda is closed on the agenda deadline and applications received and completed after that date are added to the next Board Meeting agenda.

There are two ways to apply for PE licensure in Alabama, by exam or by comity.

## **PE Exam**

To apply for the PE exam for the 1<sup>st</sup> time, you must complete and submit the following items:

- pre-application (submit for approval prior to downloading application forms)
- application
- transcripts directly from the college/university to the Board office (only if you are not certified as an engineer intern in Alabama or you have received an additional engineering degree since certification)
- verification of FE exam (only if taken in another jurisdiction)
- experience verification (you will need 1 for each engagement)
- references (you will need 5)
- transcript evaluation (if BS degree is from foreign university)
- application fee
- exam request form
- exam fee

To re-apply for the PE exam if you have taken the exam 4 times or 5 years has passed since your initial application, you must complete and submit the following items: (you must have the Board's approval before sitting for the exam)

- application - **only** complete questions 1-15, 17 (list all experience since previous application), 20 and 23
- fee
- exam request form
- exam fee
- No additional verification is required

## PE by Comity

To apply for PE licensure by comity without a NCEES Record, you must complete and submit the following items:

- pre-application (submit for approval prior to downloading application forms)
- application
- transcripts directly from the college/university to the Board office
- verification of FE & PE exams and current licensure
- experience verification (you will need 1 for each engagement)
- references (you will need 5)
- transcript evaluation (if BS degree is from foreign university)
- fee

To apply for PE licensure by comity with a NCEES Record, you must complete and submit the following items:

- pre-application (submit for approval prior to downloading application forms)
- application – **only** complete questions 1-15, 20 and 23
- NCEES Record (contact NCEES and have them send your record to the board office)
- transcript evaluation (if BS degree is from foreign country)
- fee

## Comity Applicants Only:

Alabama does not have a one time job or temporary permit. We have an interim permit that you may request if you need to seal documents prior to Board review of your application for permanent licensure.

If you have need for an interim permit, you may download the form. This form should be submitted with your application for licensure and a **separate** \$50.00 check for the Interim Permit fee. Interim Permits are issued upon the following conditions:

- Application for licensure has been filed
- Application and licensure fee has been filed
- Interim permit request has been filed for a specific project
- A separate \$50.00 check for the interim permit has been filed

- Applicant meets the educational, experience and exam requirements of the Alabama Law
- Applicant has passed both the FE and PE Exams in another State and is currently licensed
- All information for pertaining to your application (i.e. all references, experience verification forms, transcripts and verifications of the Fundamentals of Engineering and Principles and Practice examinations in another jurisdiction) have been received and your application is ready for Board review

\*\*If your degree is from a foreign institution, you must contact ECEI or AACRAO to have your transcript evaluated. You may contact ECEI at (410) 843-7171 or [www.ecei.org](http://www.ecei.org) or AACRAO at (202) 293-9161 or [www.aacrao.org](http://www.aacrao.org)